



Office of the TCA - Travel Reimbursement Form

Name: Rita J. Watkins
Travel Dates: March 17-22, 2024

Purpose of Travel: On-Site evaluation

Travel Reimbursement

Expense	Unit Cost	Units	Total
Airfare	\$ 664.60	1	\$ 664.60
Baggage	\$ -	0	\$ -
Ground Transportation (Uber/Lyft/Taxi)			\$ -
Ground Transportation (Parking)	\$ 104.00	1	\$ 104.00
Ground Transportation (Mileage)	0.655	0	\$ -
Lodging	\$ 192.93	5	\$ 964.65
Per Diem (Travel Days)	\$ 86.25	2	\$ 172.50
Per Diem (Full Days)	\$ 115.00	4	\$ 460.00
Other:	\$ -	0	\$ -
Total			\$ 2,365.75

Watkins, Rita

From: United Airlines <Receipts@united.com>
Sent: Friday, February 9, 2024 2:15 PM
To: Watkins, Rita
Subject: eTicket Itinerary and Receipt for Confirmation PSSVY3

CAUTION:The sender of this email is not from SHSU.

Any links or attachments may be dangerous. To report this email as suspicious, forward it to abuse@shsu.edu.



Fri, Feb 09, 2024

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Get ready for your trip: [Visit Uconnect](#), your one-stop digital assistant, to find out about important travel requirements specific to your trip.

Confirmation Number:

PSSVY3

Flight 1 of 2 UA1192

Class: United Economy (L)

Sun, Mar 17, 2024

10:15 AM

Houston, TX, US (IAH)

Sun, Mar 17, 2024

03:36 PM

San Juan, PR, US (SJU)

Flight 2 of 2 UA1644

Class: United Economy (S)

Fri, Mar 22, 2024

06:50 AM

San Juan, PR, US (SJU)

Fri, Mar 22, 2024

10:50 AM

Houston, TX, US (IAH)

Traveler Details

WATKINS/RITAJANE

eTicket number: **0162363597552**
 Frequent Flyer: **UA-XXXXX226 Premier Gold**

Seats: **IAH-SJU 09D**
SJU-IAH 12D

Purchase Summary

Method of payment:
 Date of purchase:

Master Card ending in 6220
Fri, Feb 09, 2024

Airfare:	600.00
U.S. Transportation Tax:	44.40
September 11th Security Fee:	11.20
U.S. Passenger Facility Charge:	9.00

Total Per Passenger: **664.60 USD**

Total: 664.60 USD

Fare Rules

Additional charges may apply for changes in addition to any fare rules listed.

REFUNDABLE

MileagePlus Accrual Details

Ritajane Watkins					
Date	Flight	From/To	Award Miles	PQP	PQF
Sun, Mar 17, 2024	1192	Houston, TX, US (IAH) to San Juan, PR, US (SJU)	1920	240	1
Fri, Mar 22, 2024	1644	San Juan, PR, US (SJU) to Houston, TX, US (IAH)	2880	360	1
MileagePlus accrual totals:			4800	600	2

Baggage allowance and charges for this itinerary

Origin and destination for checked baggage	1st bag charge	2nd bag charge	1st bag weight and dimensions	2nd bag weight and dimensions
Sun, Mar 17, 2024 Houston, TX, US (IAH - Intercontinental) to San Juan, PR, US (SJU - Luis Muñoz Marín)	0.00 USD	0.00 USD	70lbs(32kg) - 62in(157cm)	70lbs(32kg) - 62in(157cm)
Fri, Mar 22, 2024 San Juan, PR, US (SJU - Luis Muñoz Marín)	0.00 USD	0.00 USD	70lbs(32kg) - 62in(157cm)	70lbs(32kg) - 62in(157cm)

From: Auto-Receipt noreply@mail.authorize.net
Subject: Transaction Receipt from
GROUNDSHUTTLE.COM for \$104.00 (USD)
Date: Mar 4, 2024 at 12:49:24 PM
To: Rita Watkins drritawatkins@gmail.com

Order Information

Description: New Reservation(GS-IAH-SUN120240317 and IAH-GS-0320240322)
Invoice Number 311230
Customer ID 123110

Billing Information

Rita Watkins
4746 Enchanted Oaks Dr.
College Station, Texas 77845
United States
drritawatkins@gmail.com
979-777-0594

Shipping Information

Total: \$104.00 (USD)

Payment Information

Date/Time: 4-Mar-2024 12:49:23 CST
Transaction ID: 80313017641
Payment Method: MasterCard xxxx6220
Transaction Type: Purchase
Auth Code: 07709P

Merchant Contact Information

GROUNDSHUTTLE.COM
College Station, TX 77845
US
accounting@groundshuttle.com

If a reservation is cancelled, your Ground Shuttle account will be credited according to the time of cancellation. Our system does not currently have the ability to refund your credit card account. All credits will expire after one year. Ground Shuttle credits are transferable upon request. Please contact us if you would like to transfer your credit to another passenger or make a reservation using another passenger's credit. We do require written documentation from credit holder before any balance can be transferred. Credit provided is based on time of cancellation as described below: 1. Canceled between 72 hours or more prior to the Trip - 100% credit voucher 2. Canceled between 72 hours prior to the Trip and 48 hours prior to the Trip - 75% credit voucher 3. Canceled between 48 hours prior to the Trip and 24 hours prior to the Trip - 50% credit voucher 4. Canceled between 24 hours prior to the Trip and 2 hours prior to the Trip - 25% credit voucher 5. Canceled less than 2 hours prior to the Trip or no cancellation - No credit voucher will be provided

From: Ground Shuttle | Administrator
reservations@groundshuttle.com
Subject: Ground Shuttle - Reservation Confirmation
Date: Mar 4, 2024 at 12:49:30 PM
To: Rita Watkins drritawatkins@gmail.com



PLEASE READ ALL PAGES OF THIS CONFIRMATION TO AVOID DELAYS AND MISUNDERSTANDINGS.

Dear **Rita Watkins**,

Thank you for booking with us.

(Order Total : \$104.00).

Your reservation details are as follows:

Departure Trip From College Station To Houston

Confirmation Number:	COL-HOU-03-17-2024-06:00-9
Travel Date:	<u>3/17/2024</u>
Reservation Status:	Reserved
Pickup Location:	Ground Shuttle Office
Departure Time :	6:00 AM - Please be ready 15 minutes before departure time if being picked up at the Ground Shuttle office or at the Houston Airport. See details below.
Dropoff Location:	Bush International - IAH
Estimated time of Arrival:	<u>8:00 AM</u>
Number Of Adults:	1

Adults:

**Number Of
Children under
7:** 0

**Number Of
additional Bags**

*Base fare allows
one checked in
suitcase and one
carry-on* 0

Return Trip From Houston To College Station

**Confirmation
Number:** HOU-COL-03-22-2024-12:15-1

Travel Date: 3/22/2024

**Reservation
Status:** Reserved

Pickup Location: Bush International - IAH

Departure Time : 12:15 PM Please be ready 15 minutes before
departure time if being picked up at the Ground
Shuttle office or at the Houston Airport. See details
below.

**Dropoff
Location:** Ground Shuttle Office

**Estimated time
of Arrival:** 2:15 PM

**Number Of
Adults:** 1

**Number Of
Childrens under
7:** 0

**Number Of
additional Bags**

*Base fare allows
one checked in
suitcase and one
carry-on* 0



Courtyard by Marriott
San Juan - Miramar

801 Ponce de Leon Ave.
San Juan, PR. 00907
T 787.721.7400
F 787.723.0068

Ms Rita Watkins
4746 Enchanted Oaks Dr
College Sta TX 77845
United States

Room: 0906
Room Type: EKNG
No. of Guests: 1
Rate: \$ 160.00 Clerk: 1009
CRS Number 95108218

Marriott Rewards # 595896259

Name:

Arrive: 03-17-24

Time: 05:34 PM

Depart: 03-22-24

Folio Number: 765500

Date	Description	Charges	Credits
03-17-24	Package	160.00	
03-17-24	Destination Fee	17.00	
03-17-24	Government Tax	15.93	
03-18-24	Package	160.00	
03-18-24	Destination Fee	17.00	
03-18-24	Government Tax	15.93	
03-19-24	COMEDOR- Guest Charge (Breakfast)	1.00	
03-19-24	COMEDOR- Guest Charge (Breakfast)	5.55	
03-19-24	Package	160.00	
03-19-24	Destination Fee	17.00	
03-19-24	Government Tax	15.93	
03-20-24	COMEDOR- Guest Charge (Breakfast)	2.00	
03-20-24	COMEDOR- Guest Charge (Dinner)	38.64	
03-20-24	Package	160.00	
03-20-24	Destination Fee	17.00	
03-20-24	Government Tax	15.93	
03-21-24	Package	160.00	
03-21-24	Destination Fee	17.00	
03-21-24	Government Tax	15.93	
03-22-24	Master Card / Euro Card		1,011.84
	Card # XXXXXXXXXXXXXXX6220		



Courtyard by Marriott
San Juan - Miramar

801 Ponce de Leon Ave.
San Juan, PR. 00907
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Ms Rita Watkins
4746 Enchanted Oaks Dr
College Sta TX 77845
United States

Marriott Rewards # 595896259

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Room Type: EKNG
No. of Guests: 1
Rate: \$ 160.00 Clerk: 1009
CRS Number 95108218

Name:

Arrive: 03-17-24

Time: 05:34 PM

Depart: 03-22-24

Folio Number: 765500

Date

Description

Charges

Credits

Balance

0.00 USD

As a Marriott Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.